



King County

ADMINISTRATIVE SPECIALIST II DEPARTMENT OF ASSESSMENTS

Hourly Rate: \$16.42 - \$20.81

Job Announcement: 06JS5810

OPEN: 2/1/06 CLOSE: 2/10/06

WHO MAY APPLY: This position is open to all King County employees and the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Administrator, King County Department of Assessments, 500 - 4th Ave, Room 708, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.)

PLEASE NOTE: Applications not received at the location specified above and those that are not complete may not be processed. Contact Joni Shirer at [206] 296-5199 for other inquiries.

FORMS AND MATERIALS REQUIRED: A [King County application form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements. Application materials can be downloaded from the Internet at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>. A skills test will be given as part of the interview process.

WORK LOCATION: King County Administration Building, Exemptions Unit, 500 – 4th Avenue, Seattle, WA.

WORK SCHEDULE: This position works 35 hours per week and is overtime eligible. The work schedule will be Monday, Tuesday, Thursday and Friday.

JOB SUMMARY: The employee filling this position must be flexible and versatile enough to adapt to a changing daily routine and be able to complete an unpredictable volume of work. Proficiently multi-task to complete work on time. The position requires excellent interpersonal skills to interact with co workers and a diverse public under sometimes stressful conditions and with taxpayers who may have medical challenges. Must be able to accurately and quickly perform a variety of technical support functions such as providing specialized, technical and program-specific information, reviewing financial records, maintaining data/records, performing calculations, preparing documents, and assisting taxpayers. Position exercises a moderate degree of independent judgment. Must be able to proficiently apply state laws, office guidelines and work methods for on-time completion of assigned tasks.

PRIMARY JOB DUTIES: This position provides administrative support for the Accounting Exemptions Unit and works under general supervision. This position is required to exercise a moderate degree of independent judgment in the performance of daily duties.

- Process a high volume of phone calls and walk in customers with diverse backgrounds and needs.
- Gathers financial information as it relates to the legal requirements of the senior exemption program.
- Apply state statutes and office procedure while making independent decisions.
- Review vital statistics records for seniors, and make program eligibility determinations.
- Perform moderately complex calculations to prorate real estate taxes.
- Performs moderately complex calculations including tax roll changes and value segregations.
- Review and determine level of exemption based on IRS and state income documentation.
- Maintain taxpayer records using internal applications.
- Must have strong computer skills and experience using Microsoft Word, Excel and Outlook.
- Use on-line computer system to perform assigned work tasks
- Respond to inquiries from taxpayers, co-workers, other agencies. Provide assistance and information requested.
- Appropriately apply the state statutes which govern the senior citizen program.
- Prepare and mail form letters to taxpayers, prepare file folders, scan/file documents.

QUALIFICATIONS:

- Knowledge of taxing processes, legal descriptions, real estate sales practices and terminology.
- Knowledge of federal and state laws governing exemption programs and income determination.
- Strong computer skills and experience using Microsoft Word, Excel and Outlook.
- Good verbal, reading comprehension and written communication skills.
- Able to accurately perform moderately complex mathematical functions.
- Ability to research problems such as legal descriptions, ownership, exemptions, assessed and taxable value questions or financial questions.
- Good analytical and problem-solving skills.
- Excellent interpersonal and customer service skills with demonstrated ability to positively interact with a variety of people.
- Strong attention to detail and high level of accuracy
- Demonstrated punctuality, dependability and good work attendance

NECESSARY SPECIAL REQUIREMENTS: The selected candidate must join the O.P.E.I.U. Local 8 [Office & Professional Employees International Union] within 30 days of employment; and must serve a six-month probationary period as an extension of the selection process.

CLASS CODE: 8387